



State of Tennessee Department of Children's Services New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: November 1, 2007

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy 1.3, Communication, Information Sharing and Work Site Meetings, Section C.

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures	Summary of Policy Revisions/Other Information
1.	18.7	YDC Superintendent Qualifications and Responsibilities	18	11/01/07	None	Policy revision: Supersedes 4.15, 02/01/98; removed from policy chapter 4 and included in chapter 18. Requires minor policy review.
2.	21.20	Non-Traditional Educational Settings	21	11/01/07	CS-0772, Educational Placement Evaluation	New Policy: Requires major review.

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures	Summary of Policy Revisions/Other Information
3.	22.1	Administration of Food Services in Youth Development Centers and DCS Group Homes	22	11/01/07	None	Policy revision: Supersedes 22.1, 08/01/05; revised to comply with the annual policy review requirement. Requires minor policy review
4.	22.2	Medical and Religious Modified Diet Orders	22	11/01/07	CS-0069, Modified Diet Request	Policy revision: Supersedes 22.2, 08/01/05 and 20.32, 07/01/01. 20.32 included in 22.2 and deleted. Revised to comply with the annual policy review requirement. Requires minor policy review
5.	22.3	Sanitation and Safety in Food Services	22	11/01/07	CS-0775 Food Service Inspection Report (YDCs) CS-0196 Food Service Weekly Inspection Report (Group Homes) CS-0073 Food Service Monthly Inspection	Policy revision: Supersedes 22.3, 08/01/05, 22.4, 08/01/05 and 22.5, 08/01/05. 22.4 and 22.5 included in 22.3 and deleted. Revised to comply with the annual policy review requirement. Requires minor policy review
6.	22.6	Dining Environment	22	11/01/07	None	Policy revision: Supersedes 22.6, 08/01/05. Revised to comply with the annual policy review requirement. Requires minor policy review
7.	27.9	Fixed Post Assignments	27	11/01/07	CS-0242, Shift Roster CS-0243, Daily Post Assignments CS-0791 Vacation Bidding Request	Policy revision: Supersedes 4.14, 02/01/98; removed from policy Chapter 4 and included in chapter 27. Requires minor policy review.

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